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OEL 324-65

10 March 1965

MEMORANDUM FOR THE RECORD

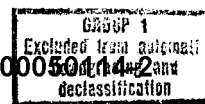
SUBJECT : Conference Rooms for S&D Personnel

1. The number of technical representatives in the S&D area constitutes a considerable problem in terms of space as well as security. We recently kept track of the number of visitors and their lengths of stay in the area. The results of these records for 2, 3, and 4 March are shown below.

	Contractor	Representatives	Duration of Visit
2 March	Texas Instruments	1	All day
		3	All day
		2	1500-1630
25X1A		1	2 Hours
		2	1 Hour
		3	2 Hours
3 March		25X1A 2	1000-1630
	Texas Instruments	3	All day
		2	All day
25X1A		25X1A 2	All day
	(Visitor to see		All day
4 March	Texas Instruments	3	0930-1400
		1	2 Hours
25X1A		1	2 Hours
	Wright Patterson AFB	1	2 Hours
		1	2 Hours
25X1A		1	1/2 Hour
		25X1A 2	All day
25X1A	(Visitor to see		Half day
		1	Half day

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2. In order to alleviate this problem, we have obtained the use of Room 2E37. If possible, all conversations with contractor representatives should take place in this room. It is planned that the room will be sub-divided shortly into three conference rooms; one of each available on a regular basis to GSD and ASD with the third available for assignment as required. In addition, [REDACTED] DD/S&T, advises that there are two conference rooms on the sixth floor (one with a capacity of 6 and the other, 10) which may be obtained in addition to our normal use of the OEL and DD/S&T (6E60) conference room. Scheduling for the ASD and GSD conference room will be handled by the Division Chief; scheduling of the third room or the DD/S&T conference rooms will be handled by [REDACTED]

25X1A

25X1A

25X1A

DAD/S&D/OEL

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